



25<sup>th</sup> East Coast Convention of Narcotics Anonymous  
Committee Meeting Minutes  
New Dominion, Peninsula & Piedmont Areas  
Held at Hatcher Memorial Church  
June 4, 2022 @ 12pm  
Quorum: 12

*Jeff H opened the meeting with the Serenity Prayer*

ECCNA purpose read by Seamus  
Twelve Traditions read by Morris B

Executive Committee				
Chair	Jeff H	Present	804-512-6222	fcbcjeff56@gmail.com
Vice Chair	Greg F	Present	804-895-4850	ghfuller718@gmail.com
Secretary	Tina S	Present	804-439-7777	25theccna@gmail.com
Treasurer	Arnold S	Present	804-868-6108	arnoldsiderg@yahoo.com
Site Liaison	Tee T	Present	434-242-1970	teetucker@hotmail.com

Subcommittee Chairs				
Arts & Graphics	Bob G	Absent	804-721-5964	gillagain4@msn.com
Auction	Chris T	Absent	804-239-5662	Christ5141982@yahoo.com
Convention Info	Ed C	Present	804-338-9477	ehc123@verizon.net
Enter & Fundraise	Bryan M	Present	757-635-7414	Bryanmiller486@gmail.com
Hospitality	Deb W	Present	856-323-4673	debwolfflcs@gmail.com
Marathon	Dan W	Absent	516-403-3756	dlw1890@gmail.com
Merchandise	Butch N	Present	804-357-1684	jlnorris1968@verizon.net
Program	Morris B	Present	804-997-6706	morocca67@gmail.com
Registration	Craig R	Present	540-272-0113	reg.eccna@gmail.com
Serenity Keepers	Lee S	Present	804-665-3841	Leeshepherd30@gmail.com

Area Representatives				
New Dominion	Chelsea R	Present	804-735-3852	chelsearndana@gmail.com
Piedmont	Kermit O	Absent		nvralne@aol.com
Peninsula	Dave H	Absent	757-207-1154	4dahall@gmail.com

**Motion:** to approve April, and May 14<sup>th</sup> Minutes

**Mover:** Butch N

**2<sup>nd</sup>:** Bryan M

**Minutes Approved**

## Executive Committee Reports:

### Chair:

Hello Family,

Here we are 5 days before the convention. I think we are ready with just a few adjustments. The past few weeks I have been trying to wrap up some of the loose ends. Tee and I have talking daily to get the contract completed. I have also been in contact the Heather working on room assignment. David on program and I have been talking daily finalizing the workshop speakers. I feel like we are ready. Today I hope to fill some gaps where sub committees may need to work together, Like Serenity Keeps can help Program make sure workshops are ready and make sure the speakers and chairpersons are present.

We need a few more cashers. I would like to ask permission from the host committees to allow the executive committee to be able to appoint cashers onsite if needed.

I want to thank everyone for their hard work this year. Everyone's help has made this possible. Lot of you guys took on a commitment and had no idea how much work was involved. Thanks for sticking and staying.

We do have a host committee meeting schedule for June 10 at 9 am. This will be an opportunity to make any last-minute decisions, I would like to ask Arts and Graphics to have supplies to make any last-minute signage. This room will be our workspace and meeting space for the weekend.

We probably need to have a follow up meeting afterwards with a final report, do we want to set a date?  
Cookout?

In Loving Service,  
Jeff H

### Vice Chair:

Dear family,

Things are winding down! I have been working with Art and Graphics to get signage made. Also have been in the loop with Hospitality and Convention, as well as Serenity Keepers. Everyone seems to be nailing down loose ends and getting ready for the convention.

I have been checking the PO Box and I stopped there on my way here. We had several returned "snail mail" letters which were given to Convention information. There were no further registrations! (yay) We did receive a donation from Peninsula area for \$300 which was given to the treasurer.

I guess I am as ready as I can be and look forward to helping out where needed during the convention! Thanks to all who have been on this ride! I know we have been very busy, but I am sure you will be blessed once our work is done!

In Loving Service,  
Greg F

### Secretary:

All is well, I have emailed copies of all our host minutes to Julie the AB Web chair. So, today I will need approvals on both April and May minutes, please! With the convention less than a week away, I just want to thank the whole committee for allowing me to serve and be apart of this great committee.

In Loving Service,  
Tina S

### Treasurer:

Everything is going great.  
In Loving Service,  
Arnold S

### Site Liaison

Hello Family,

I have a lot to report, so I will hit the main bullet points and keep it brief.

I bet the question on everyone's mind is "Do we have a contract?" The answer is YES! It will go to the AB board for signatures after this meeting.

The chair was able to work with the dining and guarantee them 140 meals for all five meals. We will then be given 200 extra meal tickets for Friday dinner, Saturday breakfast, Sunday breakfast, & 300 extra meal tickets for Saturday Lunch, and Saturday dinner. We can sell the extra meal tickets and only pay for the ones sold at our current negotiated rates.

With the contract coming to us so late, this gave us the opportunity to make adjustments to the bed count. After determining that the registrations had slowed down and with cancelations starting to come in, we decided on Thursday June 2nd to reduce the bed count to guarantee 156 beds instead of 160 beds. At the time we had 149 registrants for the dorms. We placed these 7 TBD registrants into 3 single rooms and 2 double rooms. This still gave us an extra possible 15 beds over the 156 with a week to go to the convention. The reduction will save us some money.

One of the big changes that occurred since the last host committee meeting is the way we will be handling parking. We are still being given a QR code, which I have and will send it to the registration committee. We will be given a QR code set at \$12 per day. Code will have 1000 uses max. Every time the code is scanned on the deck it will charge us \$12. We have been told that the gates will be raised at 3:30 on Saturday and Sunday and people can leave free of charge. I am working on getting that in writing. This will make things a lot simpler for us on the parking. We then only have to sell the parking QR code on Sunday morning at check out for \$12 per day. All the day people that come any time on Saturday and leave after 3:30 can park for free in the garage and those who come and leave before 3:30 will pay the normal VCU hourly rate, which will be less than the \$12.

The other main details/highlights of the contract that have changed from the earlier negotiations are the following.

1. The contract must be signed and returned by Tuesday 6/7/22 while the payment must be made by Thursday 6/9/22.
2. The amount due up front is \$37,477.13. This covers 54 beds for Thursday night & 156 beds for Friday & Saturday nights, the meeting spaces, and 140 meals for each of the 5 meals.
3. We will be checking in our guest and have access to all our rooms on Thursday 6/9/22

These negotiated/agreed to items are not in the contract, but we have email confirmation on (according to VCU are as good as the contract).

1. Each suite will have 1 roll of toilet paper.
2. The VCU IT department will give us one of the VCU inactive wireless WIFI account and create a password and activate it for us on 6/9/22. The account name is VCUNConf.

3. Emailed floor plan set ups for the Richmond Rooms, Virginia Rooms, and the Commonwealth Ballroom.

Before the convention, I plan on going back through all my notes and condensing all the emailed negotiated items and having them with the contract during the convention.

I have sent to the Serenity Keepers which doors will be used as the entrance only doors for the workshops, merchandise, main speaker, & overflow rooms.

I am going to/have asked registration for a picture of both convention wristbands to give to the front desk of the Gladding Dormitory. Anyone with the wristband will be allowed to enter the dorm for the marathon meeting.

The linens will be dropped off and picked up at the Gladding Residence Hall. Drop off will be between 10AM and 12PM on Thursday 6/9/22 and pickup will be on Sunday 6/12/22. We will be given clear plastic bags, by the linen company, to sort the linens and pillows.

It looks like our projections for the amount of people using linens was a little high. We have 50 sets coming and as of Friday 6/3 (writing the report) we have only sold 30. I don't feel we can do another reduction. I am open to suggestions on how to handle the overage.

In Loving Service,  
Tee T

### Area Representatives

#### New Dominion:

No report.  
In Loving Service,  
Chelsea R.

#### Peninsula:

No report.  
In Loving Service,  
Dave H

#### Piedmont:

No report.  
In Loving Service,  
Kermit O

## Subcommittee Reports

### **Arts & Graphics:**

Oral report from Jenn S, no written report.  
In Loving Service,  
Bob G

### **Auction:**

No report.  
In Loving Service,  
Chris T

### **Convention Information:**

I've received a \$300 donation to the Helping Hand/Newcomer fund from the Fan Club/Winners Circle homegroup. Also have a \$450 check from the McShin Foundation for 30 of its residents.

I am requesting reimbursement of \$41.76 for stamps from the Convention Information mailing budget.

I want to thank all the members of the Convention Info committee for their diligent service. It's been a great experience working with the whole host committee!

In Loving Service,  
Ed C

### **Entertainment & Fundraising:**

Hi all, we are ready to go. Met 6/3/22 and finalized the pick-up and set-up of DJ equipment on 6/10/22, will be set up by 12 at VCU. The DJ has been informed of his times for Friday and Saturday. We also have an acoustic musician for a couple hours on Friday. Giving the treasurer (Arnold) \$235 today for coffee/hospitality. Have \$333 of the \$350 for the rental of the DJ equipment. Hoping to pass a basket around at today's meeting to get the remaining \$17.

In Loving Service,  
Bryan M

### **Hospitality:**

Hey family! Hospitality is ready to welcome everyone! I apologize for not being able to attend our final Host Committee Meeting however I am at a conference in DC.

Here's where we stand -

- We have identified who is taking responsibility for each of the final tasks that need to be done prior to and throughout the convention.
- We have made a list of what we need to purchase and from where. As of last week, we are estimated to spend \$730 on supplies. Katherine and Deb are doing the Costco purchases and Dale is doing the Walmart purchases. We will be using the tax-exempt forms.
- Deb, Dale, and Katherine will meet at 9:30 Friday morning to unload and set up. Katherine is acting as the coffee vendor liaison and will be coordinating with the vendor throughout the weekend. Whitney is asking her home group if they will donate their coffee urn for Sunday morning. Laura and Deb are taking care of having various activities available in the hospitality room including NA Mandalas, cards, and some games.

- Dale has created coupon vouchers for coffee and Deb will be making the copies. We are printing 150 “free” coffee coupons and 150 “for purchase” coupons. The For Purchase coupons will be left with Registration so that attendees can purchase with cash. The Free coupons will be given out in the Hospitality Room. The free coffee is coming from a donation from Hospitality and a donation from Fundraising.
- We have created our Hospitality Room Sign-Up sheet. We have many shifts already filled in. Friday from 4:15 - 8:45 shifts are still in need of coverage as well as Saturday from 6:30 - 8:45. We are still identifying people who might be interested and we will be leaving a sign-up sheet with Convention Information in case anyone asks about being in service.
- The required signs as per policy are done. A few more signs are being made directing attendees to the Hospitality Room. We have requested 2 easels.
- We will be setting up coffee at Registration area Sunday morning.
- The Hospitality Committee has an approved budget of \$1000. With having a coffee vendor in place, we are able to come in under budget. Our expenditures are approximately \$730 for supplies and \$100 that we are donating toward free coffee. Hopefully this can translate into at least 10-12 more Basic Texts.

I have thoroughly enjoyed serving on this committee and am looking forward to a great weekend. The Hospitality Committee has had a strong base of membership and grew together to become a loving, caring group. I want to acknowledge all the incredible work everyone else has done to make this convention successful. You’ve all inspired me. If you need to ask me any questions while the meeting is in progress, send me a text and I’ll call right back.

Thanks for allowing me to serve.

In Loving Service,  
Deb W

**Marathon:**

No report.

In Loving Service,  
Dan W

**Merchandise:**

Good afternoon family. I have great news, our merchandise is here!!! Jeff and I rode to Lynchburg Wednesday afternoon and picked up all mugs and shirts. Everything looks awesome! Right now, all merchandise is at my house. I don’t have minutes from our last meeting because we aren’t meeting until Tuesday 6/7/22. We will have our last subcommittee meeting at my house to figure out a schedule for working the table. It will also be a shirt folding party and this invitation is open for anyone who would like to help, we have 360 shirts to fold. I will provide hamburgers and or hotdogs, usually when there is food people will show up lol. Just about the whole committee has committed to show up but the more the merrier. We will be doing a complete inventory at this time. I have counted the mugs, and all are here.

I have talked to registration and made arrangements to meet early Thursday so he will have the mugs when people start to arrive. I have reached out to serenity keepers about how to get them their shirts but have not heard back at the time of writing this report (Saturday morning).

Can’t wait until Thursday!!!

In Loving Service,  
Butch N

**Program:**

Good afternoon, host committee. I am happy to say that almost everything, other than execution of convention is done for this sub-committee. All speakers have been confirmed at least twice, with the exception of 1 of the speakers for the Saturday afternoon men's group, who had to drop out because of health issues. Binders for chairperson need only to be assembled. I have not written a conduct statement for main speaker room binder, but I will have it done before weekend is over. Gathering info and retyping is the bulk of my work and I will have it done by now later than midweek.

In Loving Service,  
Morris B

**Registration:**

Heather M has been working with Tee and VCU to complete room assignments and recently sent an Arrival Letter to all who requested a room describing the check in/check out procedures and VCU guidelines. We have also been working hard to ensure all orders look correct and that everyone who has requested a room/roommate/suitemate is getting paired up accordingly. We are still getting a flood of registrations and a few people are requesting rooms for the convention. As of this morning, we have 4 rooms left in our allotment so if you know of anyone that has yet to get their room, now is the time.

Several members of Registration will be arriving in the dorm on Thursday at noon to distribute linen packages and get early arrivals checked in/registered for the convention. We are expecting 61 check ins on Thursday with 30 linen packages. Our plan is to also register all guests for the convention while they are checking into the dorm to keep things simple for the early arrivals. Otherwise, convention registration will take place at the Registration Desk in the Student Commons building. We have purchased 60 additional rolls of toilet paper to distribute as needed and will be providing each person staying in the dorms with a trash bag. I provided Convention Information with a map highlighting the location of the dorm, parking garage, and convention location and Ed has made copies for distribution. Dale was also kind enough to create a sign for the Registration Desk and I am working with her to ensure that it includes all needed information. I have also purchased colorful sharpies for folks to use to fill out their nametags and I will be printing a sign that states *"Please help show the newcomer that It Works if You Work It by adding your clean time to your nametag"*. The signs will include a QR Code to direct people to the Clean time Calculator on rvana.org.

**25th East Coast Convention Registrations as of Today  
Count**

<b>Early Bird Full Package-Single 17</b>
<b>Pre-reg Full Package-Single 10</b>
<b>Full Package-Single 32</b>
<b>Early Bird Full Package-Double 34</b>
<b>Pre-reg Full Package-Double 5</b>
<b>Full Package-Double 53</b>

Full Registration 94
Friday Registration 3
Saturday Registration 16
Thursday Lodging 60

Linens 31

Donations \$1331.67

Attendance Total: 246 Men: 134 Women: 112

Rooms: Couples: 15 Male Single: 42 Male Double: 18 Female Single: 17 Female Double: 13.5  
Needs

- None

### Budget

#### 1. Registration Budget- \$2,550 / **Remaining \$289.29**

a. Mailings - \$180 / **Remaining \$138.66**

b. Fliers- \$960 / **Remaining \$95.81**

c. Packets- **-\$59.77**

i. Coffee Mugs - \$1,022

ii. Name Tags - \$37.07

iii. Bracelets - \$200.70

d. Misc.- \$54.59

i. Trash bags - \$25.99

ii. Sharpies - \$25.98

iii. Toilet Paper - \$43.44

e. Tickets- \$60

### Receipts

- Receipts for nametags, bracelets, sharpies, and trash bags were sent to the Treasurer.

It's been great working with everyone on this convention, but I'd be lying if I said I wasn't looking forward to having only one full time job again! I'd like to thank all of the members of the Host Committee, the Subcommittee chairs, and those that have been working tirelessly to make this happen and I look forward to seeing everyone at the convention...or at least at the registration desk of the convention!

In Loving Service,  
 Craig R

### Serenity Keepers:

All is well with SK. We have some last-minute changes to the partial volunteer sign up schedule, but others have stepped up to serve. For the most part all workshops are covered, with added responsibilities explained (helping program subcommittee, if needed, with gathering chairperson and speakers) Still finalizing the SK hug squad/workshop volunteer schedule.

Also, June 10th (Friday morning) 11 am orientation for SK in the Virginia room



SK is coordinating with Butch N to receive subcommittee t-shirts. Tentative Tuesday evening June 7th.  
Loving Service,  
Lee S

**QR Codes:**

I will not be able to print the QR codes until I have the final information for it, I am supposed to call Julie o  
In Loving Service,  
Scott

**QUESTIONS/CONCERNS ON REPORTS**

- Chair to the committee- We may want to put on a follow up meeting after the convention.
- Chair to Treasurer- did you receive an email through CFO Debbie, someone filed a case? (Registration Chair-That has been taken care of)
- Chair to Site Liaison- Does the signage in the student commons need to be approved? (Site Liaison-No)
- Chelsea- what is the address for the parking garage? (Site Liaison-801 W Main Street)
- Chair to committee- we can offer a discount for parking weekend pass, \$16
- Merchandise- where is loading for merchandise? (Site Liaison- there is a loading spot, there are carts and storage room.
- Chair to the committee- with the contract, we already had the approval from the committee for the executive committee to take care of contract, will need approval. (Executive Committee approved)
- Chair to Arts & Graphics-Friday morning will need for extra signage, meal ticket prices etc.
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**OLD BUSINESS**

**Meal Tickets:**

- When can we get meal tickets? (Thursday)
- Suggestion to use lunch bags to organize.
- Whoever stays in the dorm will receive 5 meal tickets.
- Suggestion for linens, put masking tape on it with names.
- Will need volunteers to stuff registration bags on Thursday.
- We have 200 meal tickets for Friday and 300 meal tickets for Saturday.

**QR Codes:**

- Where will the QR codes be located? (Will be on the ECCNA website)
- Suggestion to put QR code at the Registration table.
- Program will make 200 copies of Convention schedule to be on the Convention info table.

- Suggestion to send pdf to Roy's Copies on Genito Rd on the southside, cheapest way to go.
- Will need to make two 18x24 of the schedule to put on easels.

## NEW BUSINESS

### Serenity Keepers and Program:

- Program will need to make sure each workshop is set up with the readings and Serenity Keepers will be there to help man the doors.
- Serenity Keepers will need to have a sign-up sheet at the program table.
- Program and Serenity Keepers will work together.
- Is there a fire code on how many people can be in a room? (The amount of chairs is the maximum capacity)
- Tee will find out what the capacity number is.

### Banners-Arts and Graphics:

- We will have a 2<sup>nd</sup> banner that we will have a table for, for attendees to sign then we will auction it off.
- Suggestion to get metallic pens to sign banner so it will show up better on the banner.
- Arts and Graphics to purchase metallic markers.
- Arts and Graphics set up banner on table, 12pm Friday.

**Chelsea R was nominated as Cashier by Butch N**, seconded by Morris B. *Nomination was approved by the committee.*

### Open Forum:

- Money room hours-Friday 12pm-7pm, 9:15pm-10:15pm; Saturday 9am-7pm, 9:15pm-10:15pm
- Registration hours-Friday 9:00am-10:15pm; Saturday 9:15am-7pm
- Pre-registration will be Saturday Night after the main speaker 9:15pm-10:15pm and Sunday morning.
- Need to put parking information on the facebook page. Will need to create an easel with parking information.
- After 8pm on Friday there is free street parking.
- Committee agrees to donate two early registration mugs to Auction.
- Butch asked if subcommittee members can get pre-registration mugs that are left over, the committee did not approve.

### Upcoming Meetings:

- Friday June 10<sup>th</sup> 9am Virginia Room A

### Announcements

- Morris B celebrates 4 years

*Jeff closed the meeting with the Serenity Prayer*

***Next Scheduled Business Meeting: June 10<sup>th</sup> 9am VCU Student Commons, Virginia Room A***

